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THE AWARD FOR LONGEVITY

1. In carrying out the principles of wage administration as established throughout the Federal Service by the Congress and the Civil Service Commission, the CIA recognizes longevity or length of service by granting in-grade salary increases such as are available to all persons who come under the Classification Act of 1949. Such recognition is wholly monetary, wholly automatic, - provided performance has not been declared unsatisfactory, - and without public expression.

2. There is very wide use by industry and Government of systems for recognition of longevity that satisfy the universal need persons have to receive the approbation of their fellows. Some of these are the hash marks of the Armed Forces, the overseas service chevron and bar of World Wars I and II, the gold watch of the Eastman Kodak Company, the certificates of the Department of State and the longevity lapel emblems for the civilians of the Navy Department.

3. Because of security problems raised by the use of unclassified and uncontrolled recognition, emblems or devices, the following criteria must be applied to a CIA longevity award:

- a. It must be capable of wide publicity within the Agency and must identify the individual to his immediate circle of colleagues and associates.
- b. It must be wholly controlled within the premises of the Agency and not exploitable outside the Agency.
- c. There must be tangible, physical evidence of its existence.

4. Unclassified letters of appreciation and certificates of recognition, emblems such as watch charms, bar pins or lapel buttons, monetary awards, etc., all fail to conform in one way or another with the above criteria. A practical system that does fulfill the requirement of being controlled at all times is as follows:

- a. A classified CIA Notice listing persons who have achieved stated length of service, and
- b. A device that remains Agency property until the individual separates from the Agency, and
- c. Suitable recognition of the individual's service at a classified quarterly Orientation Program.

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5. A device,

- a. That is associated with the work of the recipient;
- b. That is an object of value to the recipient; and
- c. That already has "status" value,

would be desirable. Such a device is a single-pen, black, onyx-base pen set of the type classified as Class "B" Executive Furnishings (3-P-8075) with a plaque containing the Agency seal, appropriate numerals indicating years of service and the engraved name of the recipient. This fulfills all the criteria stated above. (The list price to the public of such a Sheaffer's pen set, without the plaque, is \$20, plus tax. In quantities to the Government, the cost would be considerably less per unit.).

6. When the recipient of such an award permanently leaves the Agency, he would be entitled to take with him as a souvenir of his service with CIA the pen set that had been issued to him. Such a practice is similar to the gift to former members of the President's Cabinet of the chairs that they used at Cabinet meetings. This would require, from a technical point of view, the writing off of the accountability of the pen set and its certification as expendable. After separation, the possession by an individual of this "documentation" of long employment by CIA is not believed to have any adverse security significance.

7. The compilation of records and the verification of names of persons who have been on duty at a stated time imposes a work load on the operating Offices and the Personnel Office. This can be most efficiently handled once a year. The lists should therefore be revised as of 30 June. The number of years most usually used for longevity recognition is 10 and therefore recognition should be accorded to personnel with 10, 20, 30 years aggregate military or civilian service with CIA or its predecessor organizations, - COI, OSS, SSU and CIG, - whether by employment or by detail.

8. Persons who, for security reasons, are not in a position to have their names published in a classified CIA Notice or to be issued the inscribed pen set will be privately notified and full recognition will be accorded them when security restrictions no longer apply.

9. It is recommended that:

- a. The above system for longevity awards and the described device be approved.

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- b. The DD/A be authorized to implement this program.
- c. The Heraldic Branch, Office of the Quartermaster General, U. S. Army, be requested to prepare appropriate designs and models for the plaque referred to above.
- d. The longevity award including publication of Agency Notice, recognition at the next Orientation Program and issuance of pen set be made as soon as practicable to the persons listed in the proposed Agency Notice (See Tab F), all of whom had completed ten years' service with CIA as of 30 June 1952.

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